Public Services Council
Minutes
September 28, 2005

Members Presents: Helen Jane Armstrong, Rich Bennett, Tom Caswell, Pam Cenzer, Gary Cornwell, Chelsea Dinsmore, Lori Driscoll, Carol Drum, Michelle Foss, LeiLani Freund, Barbara Hood, Iona Malanchuk, Patrick Reakes, Jana Ronan, Colleen Seale, Jan Swanbeck, Flo Turcotte and Carol Turner

Members Absent:

Guest: Sandra Melching and Betsy Simpson

1. Development Update and Discussion with Sandra Melching

Sandra Melching explained/reviewed the fundraising gift pyramid, the screening process, librarians’ roles in fundraising, as well as, her role in the fundraising process. She also encouraged all staff to contact her with questions and/or the names of possible donor prospects.

2. Updates

a. Public Relations and Marketing Committee

The committee came into effect May 2005. Thus far the committee has:

- designed staff badges
- designed welcome t-shirts
- Ordered magnets, pencils, post-it pads, etc for distribution
- Assembled New Faculty Information Kits for distribution
- Arranged for signs to be displayed (for 1 month) on 19 campus buses and 6 Route 20 buses.
- Created an online calendar of UF events the library will want to participate in. PSC members were encouraged to review the calendar and sign up to attend events.
- Purchased a display table with carrying case and table cloths. A suggestion was made to add this to the Equipment Resource List (with a picture) so it can be reserved. The Map & Imagery Library has four panels that can also be used.
- Attended Preview Students resource fair and distributed handouts/brochures.
- Added two new members - Valrie Davis and Steve Carrico.
- Started planning student events to publicize Library West’s reopening. Will try to hold events during National Library and Read-A-Thon week. Suggestions should be directed to any of the PR & Marketing Committee members.

b. LAD Move

LAD materials began being moved to the Publix-Annex and ALF on Monday, October 26. Updates have been posted to the main library Web page. Lori Driscoll reported materials that were listed as inaccessible during the move were able to be retrieved in just a couple hours. The first materials (Judaica & Government Documents) will be moved to ALF. The extra shelving in LAD will
be erected at the Publix-Annex. By the end of today all 900s not reclassed, special collections and oversized materials will be moved to ALF. All other materials will move to the Publix-Annex. The movers (Library Design Systems) will work homecoming Friday but not that Saturday.

c. Public Computers

The Public Computers Taskforce met with liaisons and their supervisors last Friday to organize how the team of approximately nine people will install the new public computer interface. The team is due to begin in Government Documents on October 11 as they are waiting for the Active Directory to stabilize and function properly. The most noticeable difference in the new interface is the presence of the Microsoft Office Suite. Patrons will also be able to see the desktop. The desktop will contain a link to the UF homepage. Ask a Librarian will be prominently located on the start menu.

d. Ask a Librarian IM

The Ask a Librarian IM service is running smoothly and has received some use. The service is being publicized in ENC classes this week. The PR & Marketing Committee is developing strategies to publicize the service. When the Exodus software is downloaded three library entries exist which can be confusing to users. This area is governed by UF CNS and can not be changed by the library. New instruction documentation is being drafted that should help users.

e. Instruction

- ENC 1102 classes are being taught this week. The Active Directory migration is not creating any problems. ENC 1101 will be taught two weeks after ENC 1102 instruction is complete.
- The new Instruction Committee will begin meeting in October.
- BSC classes are being taught online this year. Tara Cataldo is developing tutorials. However, the development has been hindered by NT8 server problems.

f. UF Community Campaign activities

Carol Turner is the head of the Libraries’ UF Community Campaign Committee. Christine Driver, Jody Hewitt and John Nemmers coordinated the libraries’ silent auction event for the UF Community Campaign. Carol Turner reminded everyone to review the auction Web site, noting the items will be on display in the Special Collections display area. Peaceful Paths will give a presentation tomorrow.

g. Other

- Special Collections, Latin American Collection and the Map & Imagery Library are helping to present a mounted exhibit (February 23, 2006 – April 2006) at the Historical Museum of Southern Florida. The exhibit will include 109 maps courtesy of the UF Map & Imagery Library.
- African materials will be on display the 1st week in November.
• Individuals collecting circulation statistics should have received instructions on running Aleph Reports.
• Missy Shoop was promoted to Access Services Evening Supervisor replacing Matthew Daley. Her vacant position will be filled with OPS staff until Library West reopens. At that time the position will be filled as a permanent LTA position.
• Lori Driscoll is working on policies and procedures for faculty studies and dissertation carrels for Library West.
• The ILLiad Web page is being updated. Materials will be sent to people electronically whenever possible, including materials that have been mailed to distance education students. Staff and distance education students need to be reeducated on how to logon via the proxy server to access online materials the libraries have licensed; they have been requesting that ILL print and mail copies.
• All the student employees in ILL are International Scholars. ILL will host an international student appreciation day. Food will be served in the Marston Science Library Lounge.
• Robert Sprague has been hired at an LTA in the Map & Imagery Library. Carol McAuliffe will be going out on maternity leave in the near future. HelenJane Armstrong will retire in December 2005.
• Dale Canelas met with Provost Janie Fouke. Dr. Fouke will convene a committee to look at the future (10-15 years) of UF Libraries. The committee will be expected to work diligently from October into spring. Dr. Fouke asked Dale to assemble a suggested member list. Suggestions should be forwarded to Dale Canelas.
• Carol Turner will forward IMLS Grant for National Leadership information.
• Kevin Deitch with KIC provided a demo of a scanner he would like to leave in MSL to demo. He is currently drafting a contract for the demo period. The possibility of providing such a service for library patrons will be discussed in PSC.

3. **Future agenda items**

• Students with Disability Office speaker